

Project Management Training Courses

28 March - 1 April, 2027

- Early Bird Application Deadline: 10 December, 2026

- Late Application Deadline: 22 February, 2027

Venue: Antalya, Türkiye



We bring together Academic Institutions, State, Private & Public Sectors

Key Facts about Enrollment and Program

- Arriving Day: Sunday, 28 March, 2027
- Departure Day: Saturday, 1 April, 2027
- Class Days: 29, 30 & 31 March, 2027

Course Schedule

- Start Time: 09:00 AM (Monday-Wednesday)
- End Time: 15:00 PM (Monday-Wednesday)
- Lunch Break: 12:30 PM - 13:30 PM
- Short Breaks: One 15-minute breaks each day during morning session before lunch

Language of instruction: English

Project Management Training Info-Pack

Course Objective This project management course is designed to provide a comprehensive foundation in project management principles and best practices. By the end of this course, participants will:

- Gain a deep understanding of the project management landscape, including essential domains and tasks.
- Develop practical skills necessary to manage projects effectively across various industries.
- Enhance confidence through hands-on simulations and practical scenarios.
- Be equipped with the knowledge, skills, and confidence to excel as a project management professional.

Who Should Attend this training

Core Project Management Aspirants

- Entry-Level Professionals: Those starting their careers and seeking foundational knowledge in project management.
- Experienced Project Managers: Individuals seeking to solidify their skills and gain global expertise.
- Team Leaders, Product Managers, Program Managers and Portfolio Managers: Professionals aiming to deepen their knowledge of project management.
- Experienced Professionals Switching Careers: Individuals from other fields considering a career change into project management.



Cross-Functional Roles

- Operations Managers: Interested in improving efficiency and managing cross-departmental projects effectively.
- HR Professionals: Looking to manage recruitment, training, or organizational development projects using structured approaches.
- Finance and Budget Analysts: Wanting to better manage project budgeting and financial planning.
- IT Professionals: Software developers, system analysts, and IT support teams looking to take on leadership roles in project-based work.

Industry-Specific Professionals

- Construction Managers and Engineers: Aspiring to streamline projects in their field with enhanced planning and execution skills.
- Healthcare Administrators: Managing healthcare initiatives, new technology implementation, or departmental restructuring.
- Educators and Academic Administrators: Applying project management principles to educational reforms, curriculum design, or event organization.
- Marketing and Advertising Professionals: Coordinating campaigns, product launches, or market research projects.

Aspiring Leaders and Managers

- Entrepreneurs and Startups Founders: Learning how to structure and manage business initiatives effectively.
- Consultants: Wishing to enhance their service offerings with project management insights.

Broader Enthusiasts

- Freelancers and Independent Contractors: Keen on managing their workflows and client projects efficiently.
- Nonprofit and NGO Staff: Looking to improve the execution of community projects, fundraising campaigns, or event management.
- Students and Fresh Graduates: Aspiring to build a strong skillset for entering the workforce with a competitive edge.

General Interest Groups

- Individuals Exploring Project Management Principles: Those curious about applying these principles to personal or professional tasks.
- Hobbyists and Organizers: Anyone managing complex events, community groups, or side projects.
- Transitioning Military Personnel: Seeking civilian careers where project management expertise is highly valued.

Project Management Course Curriculum Key Highlights

Aligned with Global Standards

- Course Alignment: The curriculum aligns with recognized project management standards and best practices for a structured learning experience.

Focused Course Structure

- Comprehensive Coverage: The course covers essential project management domains, such as People, Process, and Business Environment.
- Domain-Specific Tasks: The curriculum breaks down into relevant tasks to build competencies in key project management areas.

Practical Scenarios and Simulations

- Realistic Practice: Includes scenarios and case studies similar in complexity to real-world project challenges.
- Course as a diagnostic tool: Assessments help identify areas where participants may need to focus.

Teaching Methodology and Tools Based on a Blended Learning Approach

- Interactive Learning: Includes group discussions, case studies, and other interactive methods to keep learning engaging.
- Power-Point Presentation with comprehensive notes

Coaching and Mentoring

- One-on-One or Group Coaching: Access to online one-on-one or group coaching sessions post-training. (available upon request)
- Follow-Up Sessions: Q&A sessions with the course instructor for additional support. (available upon request)

Why Take This Course?

- Gain a Competitive Edge: Project management skills are highly valued and can set you apart in the job market.
- Enhance Your Skills: Learn best practices that can be applied immediately to ongoing projects.
- Career Advancement: These skills can open doors to higher salary prospects and advanced career opportunities.
- Network with Peers: Connect with other professionals and expand your professional network.
- Expert Instruction: Learn from an experienced project management professional with extensive industry knowledge.

Why Choose Switzerland as the Venue for Training?

- Central Location: Situated in the heart of Europe, Switzerland is easily accessible.
- High Standards: Renowned for quality education and professional development.
- Beautiful Scenery: Breathtaking landscapes and a serene environment conducive to learning.
- Safe and Hospitable: Switzerland offers a safe and welcoming environment.
- Cultural and Leisure Opportunities: Explore Swiss culture, cuisine, and attractions during your stay.

Benefits of This Course in a Nutshell

- Comprehensive Coverage: Detailed coverage of all project management domains.
- Realistic Practice: Engaging scenarios to prepare you for real project challenges.
- Interactive Learning: Group discussions, case studies, and hands-on activities.
- Training Materials: Comprehensive Power-Point slides
- Post-Course Support: Continued guidance up to your specified goal date (available upon request)
- Coaching and Mentoring: Personalized coaching sessions for additional support. (available upon request)
- Flexible Learning: Blended approach allowing participants to learn at their own pace.
- Participation Certificate: A certificate of participation upon course completion.

3-Day Project Management Training Detailed Curriculum

Day 1 - Project Initiation & Planning Process Groups

Welcome, Introduction & Icebreaker

Introductions, expectations, project implementation challenges.

Module 1: Project Management Fundamentals

Core concepts; traditional, agile and hybrid approaches; project roles; managing change.

Module 2: Project Life Cycle & Process Groups

Project life-cycle phases; process groups and interactions; project-management domains.

Module 3: Project Charter Development

Purpose of the charter; objectives, deliverables and constraints; Project Charter Template; shortened drafting exercise.

Module 4: Identifying Stakeholders

Roles, interests and influence; stakeholder register; Stakeholder Register Template.

Module 5: Developing the Project Management Plan

Components of the project management plan; organizational alignment; integration across knowledge areas.

Module 6: Creating the Work Breakdown Structure

Deliverable decomposition; WBS Template; condensed WBS exercise.

Module 7: Planning & Developing the Project Schedule

Activities, duration estimation, sequencing, Gantt charts, Kanban, CPM; shortened scheduling activity.

Module 8: Planning Costs & Determining the Budget

Analogous, parametric and bottom-up estimation; Earned Value Management and EVM metrics.

Module 9: Planning Quality

Quality objectives, standards and metrics; quality checklists; Pareto Analysis; condensed 80/20 exercise.

Integrated Case Discussion & Day 1 Wrap-Up

Project pitfalls and success factors; schedule/cost/quality trade-offs; key takeaways.

This preserves the original Day 1 fundamentals, charter, stakeholder, planning and WBS material while bringing forward the original Day 2 Schedule, Cost and Quality modules.

Day 2 - Project Planning Process Group (Continued) & Execution, Monitoring & Controlling Process Groups

Recap & Introduction

Module 10: Planning Resource Management

Roles and responsibilities; human, financial and material resources; RBS (*Resource Breakdown Structure*) , RAM (*Responsibility Assignment Matrix*) and Resource Allocation Matrix; mini RAM activity.

Module 11: Planning Risk Management

Risk categories; identification techniques; Risk Register; Probability & Impact Matrix; condensed Risk Register exercise.

Module 12: Planning Communications Management

Stakeholder information needs; communication methods/frequency; Communication Plan Template; shortened communication scenario.

Module 13: Plan Procurement Management

Procurement processes; fixed-price, cost-reimbursable and T&M contracts; supplier selection; Procurement Management Plan.

Module 14: Plan Stakeholder Engagement

Stakeholder analysis; Power/Interest Grid; Stakeholder Engagement Assessment Matrix; engagement strategies.

Module 15: Executing Process Group

Direct and manage project work; approved changes; knowledge management; team leadership; communications; implementing risk responses; linking planning outputs to execution.

Module 16: Monitor & Control Project Work

Performance measurement baselines; KPIs; EVM basics; progress tracking; Monitoring & Reporting Plan and EVM charts.

Module 17: Perform Integrated Change Control

Change-control governance; scope creep; Change Control Board; condensed scope-creep discussion.

Module 18: Controlling Project Performance Across Knowledge Areas

Scope, schedule, cost and quality control; resources and procurements; communications; stakeholder engagement; Risk Register, Change Log and Issue Log; condensed case analysis.

Reflection & Day 2 Wrap-Up

All original Resource, Risk and Communications content remains, together with Procurement, Stakeholder Engagement and Execution and the complete Monitoring & Controlling sequence.

Day 3 - Project Closing, Lessons Learned & Integrated Application

Recap & Introduction

Module 19: Project Closure

Formal acceptance; administrative closure; contract/vendor closure; knowledge transfer and transition to operations; Project Closure Checklist; condensed workshop.

Module 20: Project Reporting & Lessons Learned

Project completion reports; lessons learned; best practices; lessons-learned sessions; Final Project Report Template and Lessons Learned Register; report-outline exercise.

Module 21: Capturing Lessons Learned

Purpose and value; workshops, surveys and retrospectives; Lessons Learned Register; documentation examples.

Module 22: Building a Culture of Continuous Improvement

Feedback loops; transparency; psychological safety; organizational knowledge management; group discussion.

Integrated Case Reflection

Integrated Project Management Review

End-to-end connection of Initiation → Planning → Execution → Monitoring & Controlling → Closing.

Review of all major tools: Project Charter, Stakeholder Register, WBS, Schedule/Gantt, Budget/EVM, Quality Plan, RAM/RBS, Risk Register, Communication Plan, Procurement Plan, Stakeholder Engagement Plan, Change Log, Issue Log, Closure Checklist and Lessons Learned Register.

Module 23: Final Review & Group Presentations

Teams present their project charter, WBS and selected management plans; implementation takeaways; peer feedback and facilitator insights.

Personal Application & Action Planning

Individual action plan; applying tools and techniques to participants' own projects.

Final Reflection, Q&A & Course Closing

Key insights; overall course reflection; next steps; closing remarks and certificate distribution.

Scholarship & Discounts

IPD offers support for most needed potential participants in the form of reduced participation fees.

If you wish to request a discounted participation fee amount, please write your request briefly via email before or during the application submission period.

Unfortunately IPD scholarship program does not cover all of the participation fee and international travel expenses.

There are the following discount opportunities:

- 10% discount for Alumni of IPD programs
- 10 % discount for Students (Valid with actual Student Card)
- 10% discounts for small NGO representatives (Valid with Organizational Reference Letter)
- 10% discount for paying together with group of participants (More than 2 person)
- 10% discount for Annual **ProPeace** Members (For registration please visit www.ipdinstitute.ch)

Participation Fee: All the fees stated below are calculated per participants.

- Early Bird Application Fee with Single Room: 2650EUR
- Early Bird Application Fee with Double Room: 2250EUR
- Early Bird Application Fee without Accommodation & Breakfast: 1900EUR
- Late Application Fee with Single Room: 3100EUR
- Late Application Fee with Double Room: 2600EUR
- Late Application Fee without Accommodation & Breakfast: 2250EUR

Participation Fee includes

- Accommodation
- Two Meals per class day (Breakfast & Lunch expenses included in the fee)
- Course & Stationary Materials (Badge, File, Notebook and Pen)
- Free WiFi
- Program Fee
- Certificate
- Cables and adapters
- Coffee-Tea breaks per class days
- Invitation Letter
- Application Fee



C) Additional Expenses: Unrefundable

- Additional Single/Double room stay includes breakfasts & local city transport ticket: Available upon request
- Welcome meeting in Antalya Airport, Personal Driver and transfer to hotel: 100EUR per person

Cancellation Rules & Procedure

Below stated high cancellation prices stated because of to prevent the mass application submission of non-serious people and prevent the financial risks of accommodation expenses.

Please note that after submission of the application, any participation cancellation until **15 January, 2027** the charge will be **800€** from the paid participation fee for the administrative charges.

For participation cancellation between **15 January, 2027** and **15 March, 2027** the charge will be **1400€** (not including bank transfer and exchange rates costs) for the participants from the paid participation fee for the administrative charges.

For participation cancellation after **15 March, 2027**, there will be no refund on the paid participation fee.

Participant responsible to inform IPD directly by email or post about his/her participation cancellation.

Event Place & Accommodation

Antalya is one of the world's most renowned tourism destinations and attracts a high number of international visitors throughout the year. For this reason, hotel availability may become limited, especially during peak travel periods.

The IPD Project Management Program will be hosted at a five-star seaside hotel located in a central area of Antalya. The hotel will serve as both the training venue and the accommodation location, offering participants a comfortable and convenient environment throughout the program.

A limited number of rooms have been reserved exclusively for IPD participants at our partner hotel. We therefore strongly encourage applicants to complete their registration and settle the required program fee by the stated deadline. Timely registration will allow us to secure the corresponding accommodation before the reserved room allocation is exhausted.

Participants will benefit from a high-quality learning environment combined with the comfort of a five-star seaside setting and convenient access to Antalya's key attractions, restaurants, shopping areas, and leisure facilities.

IPD Bank Account

Beneficiary's Name: Institute for Peace and Dialogue (IPD)

Bank Name: PostFinance Ltd

Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland

Account number: 91-577724-2 EUR

IBAN: CH 27 0900 0000 9157 7724 2

SWIFT code: POFICHBEXXX

Organizer

Institute for Peace and Dialogue (IPD) is an independent, international non-profit and non-religious institute located and registered in Basel, Switzerland where it dedicates itself in the promotion of the prevention of conflicts between and within states, organizations and individuals by implementing academic programs and strengthening institutional dialogue between state institutions, private entities and civil society organizations.

IPD invites state institutions, companies, INGOs, think tank centres, researchers, media and interested public actors to the cooperation and implementation of creative, innovative, effective and sustainable initiatives for the sake of empowering constructive intercultural dialogue, mediation, global governance, leadership responsibility, peaceful conflict transformation, active world citizenship, human rights defence, security and welfare.

Our Vision

Our vision is the education of an institutionalized civil society platform in peace-building, mediation, conflict transformation and intercultural dialogue, to convey a peaceful approach and behavior.

Our Mission

Our mission is to empower state, public and private institutions capacities in peacebuilding, conflict resolution, mediation and intercultural dialogue fields to build up a solution-oriented positive thinking in their work, community and family in order to have institutional impact for the sake of whole society development.

IPD Previous & Upcoming Training Courses

- 7th Winter Academy: 16 - 24 November, 2027 in Basel, Switzerland
- Project Management Training Course: 17 - 23 October, 2027 in Basel, Switzerland
- 17th Basel Summer Academy: 3 - 11 August, 2027 in Basel, Switzerland
- 3rd Baku Summer Academy: 1 - 7 July, 2027 in Baku, Azerbaijan
- Strategisches Leadership & Mediation: 26. - 30. April 2027 in Basel, Schweiz
- 6th Winter Academy: 17 - 25 November, 2026 in Basel, Switzerland
- Project Management Training Course: 18 - 24 October, 2026 in Basel, Switzerland
- 16th Basel Summer Academy: 4 - 14 August, 2026 in Basel, Switzerland
- 2nd Baku Summer Academy: 7 - 14 July, 2026 in Baku, Azerbaijan
- 5th Basel Winter Academy: 16 - 26 November, 2025 in Basel, Switzerland
- 15th Basel Summer Academy: 5 - 15 August, 2025 in Basel, Switzerland
- 1st Baku Summer Academy: 1 - 7 July, 2025 in Baku, Azerbaijan
- Project Management Training Courses for Mongolian Delegation: 10 May - 16 May, 2025 in Luzern, Switzerland
- 4th Basel Winter Academy: 17 - 27 November, 2024 in Basel, Switzerland

- 14th Summer Academy: 5 - 21 August 2024 in Basel, Switzerland
- 3rd Basel Winter Academy: 21 - 29 November, 2023 in Basel, Switzerland
- 13th Basel Summer Academy: 7 - 21 August 2023 in Basel, Switzerland
- Capacity Building Training Course: 19 - 26 December, 2022 in Basel, Switzerland
- Executive Training for Nigerian Senior State Officials: 30 November - 6 December, 2019 in Basel, Switzerland
- 1st & 2nd Basel Global Peace Conference: 4 & 13 August, 2019 in Basel, Switzerland
- 12th Basel Summer Academy: 13 - 22 August 2019 in Basel, Switzerland
- 11th Basel Summer Academy: 4 - 13 August 2019 in Basel, Switzerland
- 2nd International Autumn Academy: 27 October - 03 November, 2018 in Zug, Switzerland
- 10th International Summer Academy: 25 July - 03 August 2018 in Zug, Switzerland
- 9th International Summer Academy: 16 - 25 July, 2018 in Zug, Switzerland
- 1st International Spring Academy: 5 - 12 May, 2018 in Zug, Switzerland
- 1st International Autumn Academy: 29 October - 04 November, 2017 in Zug, Switzerland
- 8th International Summer Academy: 11 - 20 August, 2017 in Zug, Switzerland
- 7th International Summer Academy: 20 - 29 August, 2017 in Zug, Switzerland
- 2nd International Winter Academy: 17 - 26 February, 2017 in Zug, Switzerland
- 6th International Summer Academy: 19 - 29 August, 2016 in Zug, Switzerland
- 5th International Summer Academy: 9 - 19 August, 2016 in Zug, Switzerland
- 1st International Winter Academy: 15 - 25 February, 2016 in Zug, Switzerland
- 4th International Summer Academy: 17 - 27 August, 2015 in Zug, Switzerland
- 3rd International Summer Academy: 07 - 17 August, 2015 in Zug, Switzerland
- 2nd International Summer Academy: 17 - 27 August, 2014 in Zug, Switzerland
- 1st International Summer Academy: 01 - 11 September 2013 in Vienna, Austria

Alumni Participants represented State Institutions, Embassies, Private Institutions, Universities, Swiss Government, Australian Government, Romanian Government, UK Government, European Union, European Investment Bank, Asian Development Bank, African Union, United Nations, UNWOMEN, IOM, UNDP, FAO, UNICEF, ICRC, Peace Brigades International, Soros Foundation, Deutsche Gesellschaft für Technische Zusammenarbeit, Medecins Sans Frontieres, Welthungerhilfe, Save the Children and etc. institutions and also individuals (Students, Researchers, Philanthropists, Trainers, Teachers, Scientists, Activists, Journalists and etc.).

About the Trainer

With over 15 years of experience in project management and a proven track record across diverse industries, Mr. Rovshan Mammadov is dedicated to empowering professionals through comprehensive project management courses. His expertise includes:

- **Educational Background:** Master of Business Administration in European Management, Berlin School of Economics and Law.
- **Certifications:** PMP, PMI-ACP, PRINCE2, PSM I, PSPO I.
- **Industry Experience:** Healthcare, Consulting, IT & Services, Retail, Automotive.
- **Training Expertise:** Successfully conducted over 50 project management training sessions, supporting the development of more than 1,000 professionals with a 95% success rate in achieving their goals



Contact person for any questions

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Instagram Profile: <https://www.instagram.com/ipdactivities/>

Like & follow us on Facebook

https://www.facebook.com/Institute-for-Peace-Dialogue-105141534911793/?ref=page_internal

If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email or via LinkedIn or via Skype and inform your IT Department about the existed technical problem

We are looking forward to seeing you in our Project Management Course

IPD Training Programs: Theory - Practice - Research - Exchange - Networking - Contribute

